

**Data Base Documentation
Public Libraries Survey, FY 96**

**Federal-State Cooperative System
for Public Library Data**

**U.S. Department of Education
National Center for Education Statistics**

Contents:	Page
I. Introduction	1
II. User's Guide	
A. Survey Methodology	2
B. Guidelines for Processing the Public Libraries Survey Files	7
Appendixes	
Record Layouts:	
A. Public Library Data File	8
B. Public Library State Summary/State Characteristics File	13
C. Public Library Outlet File	17
D. Administrative Entities Only/State Library File	19
E. State Library Outlet File	21
Public Libraries Survey	
F. Data Entry Screens:	
State Characteristics Data Entry Screen	23
Administrative Entity Data Entry Screens	23
Outlet Data Entry Screen	25
G. Data Element Definitions:	
State Characteristics Data Element Definitions	26
Administrative Entity Data Element Definitions	27
Outlet Data Element Definitions	39
H. State Codes	43
I. States with Overlapping Population of Legal Service Areas	45
J. Libraries with No Central Outlet and Libraries with More Than One Central Outlet	46
K. Imputation Flags and Definitions	49

I. Introduction

The Public Libraries Survey (PLS) is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). The PLS is a voluntary survey conducted by NCES in fulfillment of its legislative mission "to collect, analyze, and disseminate statistics and other information related to education in the United States...", P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec. 404(a).

The data are collected by a network of state data coordinators appointed by the chief officers of state library agencies in the 50 States and the District of Columbia. Data are collected on public libraries and their outlets; identifying information on library entities that provide public library services but do not meet the FSCS definition of a public library (i.e., state library agencies and their outlets, systems, federations, and cooperative services); and characteristics of the state data submission. See Appendix G, item 7D in the Administration Entity Data Element Definitions, for the FSCS definition of a public library.

The reporting unit for the survey is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The administrative entity may have a single outlet, multiple outlets, or it may be administrative only and have no outlets. Some public libraries have no central outlet or more than one central outlet (these libraries are identified in Appendix J).

The FY96 PLS collected data on 50 items for public libraries--38 basic items and 12 identifying items. (The basic data for a multiple-outlet library are provided to NCES as aggregate data.) The basic data include population of legal service area, number of full-time equivalent staff, outlets, library materials, operating income and expenditures, capital outlay, circulation, reference transactions, library visits, public service hours, interlibrary loans, circulation of children's materials, children's program attendance, and several items on electronic technology (i.e., expenditures for materials in electronic format, expenditures for electronic access, materials in electronic format, access to electronic services, access to Internet access, and type of Internet use). Identifying information includes the entity's name, address, telephone number, county, interlibrary relationship, type of governance, administrative structure, and its qualification as an FSCS public library.

In addition, the survey collected 12 items on each public library outlet and state library outlet. These items include type of outlet, metropolitan location, population of legal service area, and number of bookmobiles. The survey also collected data on 11 identifying items on state library agencies, systems, federations, and cooperatives. Finally, four items were collected on characteristics of the state data submission (i.e., the starting and ending dates of the fiscal year reporting period, the official state population estimate, and the total unduplicated population of legal service areas for the state).

Five data base files, in Microsoft Access format, were generated from the FY 96 PLS:

1. **Public Library Data File (PUBLIB96.MDB).** Includes data for the universe of 8,946 public libraries in the 50 states and the District of Columbia, as identified by state library agencies. The public library records are divided into 14 parts (see the record layout in Appendix A and the data entry screens in Appendix F): Identification, Population, Service Outlets, FTE Staff, Operating Income, Operating Expenditures, Capital Outlay, Library Collection, Public Service Hours Per Year, Services Per Typical Year, Circulation, Interlibrary loans, Children's services, and Electronic Technology.

2. **Public Library State Summary/State Characteristics File (SUMCHR96.MDB).** Includes:
 - a) State summary data. These are state totals of the numeric data reported on the PUBLIB96.MDB file for all public libraries in each of the 50 states and the District of Columbia.
 - b) State characteristics data. These data are from a state characteristics record that is completed by the state data coordinator, consisting of four items for each of the 50 states and the District of Columbia: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. **Public Library Outlet File, FY 1996 (PLOUT96.MDB).** Includes identifying information and a few basic data items for the universe of 16,879 public library service outlets (centrals/main, branches, bookmobiles, and books-by-mail only) in the 50 states and the District of Columbia.
4. **Administrative Entities Only/State Library File, FY 1996 (PLAOSL96.MDB).** Includes identifying information on 129 administrative entities only and state library agencies (Note: Not all states reported all such entities).
5. **State Library Outlet File, FY 1996 (SLOUT96.MDB).** Includes identifying information and a few basic data items on 10 state library outlets. (Note: Not all states reported all such entities).

II. User's Guide

A. Survey Methodology

Survey Universe

The survey universe is composed of the 8,946 public libraries in the 50 states and the District of Columbia identified by the state library agencies. Data were not collected systematically from libraries on Native American reservation; their inclusion on the file is a state library agency determination. Military libraries that provide public library service and libraries that serve residents of state institutions are not included.

Survey Response

Unit Response. A total of 8,781 of the 8,946 public libraries responded to the Public Libraries Survey, a response rate of 98.2 percent. Respondents to the survey are defined as public library administrative entities for which population of legal service area was reported (by the state data coordinator) and which reported at least three of the five following items (total paid employees, total operating income, total operating expenditures, book/serial volumes, and total circulation).

Item Response. For national totals, response rates did not fall below 70 percent (the NCES statistical standard for data tabulation and analysis) for any item. For state totals, response rates fell below 70 percent for a few items (listed below). The data were adjusted for nonresponse (see *Imputation* under the section *Caveats for Using these Data*), except for the items on electronic technology (expenditures for library materials in electronic format, expenditures for electronic access, library materials in electronic format, access to electronic services, access to the Internet, and Internet use code). These items were added to the survey in FY 95; NCES plans to adjust these data for nonresponse beginning with the FY 97 data collection. The user should exercise caution when making inferences or forming conclusions from these data.

Items with state response rates below 70 percent:

<u>Library visits</u>	<u>Response rate</u>
Florida	69.4
Maine	67.2
Massachusetts	50.3
Oregon	53.2
Washington	58.0

<u>Reference transactions</u>	<u>Response rate</u>
Iowa	66.7
Maine	66.0
Massachusetts	65.7
South Dakota	60.7
Vermont	68.0
Washington	66.7

<u>Circulation of children's materials</u>	<u>Response rate</u>
Hawaii	0.0
Vermont	66.0

<u>Children's program attendance</u>	<u>Response rate</u>
Hawaii	0.0
Maine	57.8
Vermont	67.0

<u>Expenditures for materials in electronic format</u>	<u>Response rate</u>
Arizona	0.0
Florida	68.4
Iowa	33.1
Maine	69.8
New Hampshire	69.4
New Mexico	62.5
North Carolina	0.0
Ohio	67.2
Rhode Island	0.0
Tennessee	22.0
Virginia	0.0
Vermont	50.8
West Virginia	52.6

<u>Expenditures for electronic access</u>	<u>Response rate</u>
Alaska	54.1
Arizona	0.0
Florida	50.0
Iowa	32.3
Maine	46.3
New Hampshire	69.9
New Mexico	59.7
North Carolina	0.0
Ohio	56.4
Rhode Island	0.0
Tennessee	27.0
Utah	67.1
Vermont	41.1
Virginia	0.0
West Virginia	35.1

<u>Materials in electronic format</u>	<u>Response rate</u>
Arizona	0.0
Iowa	38.8
Rhode Island	0.0
Tennessee	36.9
Virginia	0.0

<u>Access to electronic services</u>	<u>Response rate</u>
Arizona	0.0
Rhode Island	0.0

<u>Internet access</u>	<u>Response rate</u>
Arizona	0.0
Rhode Island	0.0

<u>Internet use code</u>	<u>Response rate</u>
Arizona	0.0
Rhode Island	0.0
Virginia	0.0
West Virginia	64.9

Caveats for Using these Data

Using the Data to Make Comparisons. The FY 96 PLS data file includes imputations for nonresponding libraries. Comparisons with prior-year data should be made with caution, as imputations are included on the FY 95 file but not on earlier files. However, NCES plans to release imputed files for FY 91 through FY 94 in 1999. The District of Columbia, while not a state, is included in the survey. Special care should be used in comparing District data with state data. The state of Hawaii reports as one public library.

Reporting Period. The FY 96 PLS requested data for state fiscal year 1996. A total of 10 different reporting periods were used by states (see table below). The reporting period for some states spanned more than a 12-month period due to different fiscal-year reporting periods of local jurisdictions. In such cases, the state provided the earliest starting date and latest ending date reported. However, in these states, each public library reported data for a 12-month period. Finally, in seven states, some public libraries reported data for FY 94 or FY 95 (Illinois, Maine, Michigan, Nebraska, Pennsylvania, Texas, and Vermont).

States by Reporting Period

07/95 to 06/96		01/96 to 12/96	Other
AK	NM	AR	01/94 to 11/96: ME
AZ	NV	CO	11/94 to 09/96: MI
CA	OK	IN	01/95 to 06/96: IL, PA
CT	OR	KS	01/95 to 07/96: VT
DE	RI	LA	01/95 to 12/96: NE, TX
GA	SC	MN	03/95 to 12/96: NY
HI	TN	MO	07/95 to 12/96: NH, UT
IA	VA	ND	10/95 to 09/96: AL, DC, FL, ID, MS
KY	WV	NJ	
MA	WY	OH	
MD		SD	
MT		WA	
NC		WI	

Survey Items

The definitions of survey items are provided in Appendix G. The PLS has three data items on population: 1) population of legal service area (a state-reported figure for each public library), 2) total unduplicated population of legal service areas (a single, state-reported figure), and 3) official state total population estimate (a single, state-reported figure). The total population of legal service area for all public libraries may, in some cases, exceed the total unduplicated population of legal service areas or the official state total population estimate. This is because geographically adjacent libraries may serve, and therefore count, the same population. For example, a county library and a city library within the county may both receive income from the same city, so both may serve and count the same population. Thus, in states with "overlapping" population of legal service areas, the total population of legal service area exceeds the total unduplicated population of legal service areas. A total of 27 states had "overlapping" service areas in FY 1996 (Appendix I). Although West Virginia's total population of legal service area exceeds the total unduplicated population of legal service areas, the state does not have

overlapping service areas. West Virginia reports the population of legal service area for Old Charles Town Library but excludes the population from its unduplicated total because the library does not receive state aid.

In order to do meaningful analysis using population of legal service area data (for example, the number of books/serial volumes per capita), the population data in states with overlapping populations were adjusted as follows: the unduplicated population of legal service area was calculated for each library by prorating the library's reported population of legal service area to the total population of legal service area for the state, and applying the ratio to the state's total unduplicated population of legal service areas. This derived variable is POPU_UNDUP on the file.

Survey Processing

The Public Libraries Survey, FY 1996 was mailed to the states in June 1997 and had a due date of October 31, 1997. The last state submission was received in March 1998. States reported their data using a personal computer software provided by NCES called DECPLUS (Data Entry Conversion, Public Library Universe System). DECPLUS permits direct data entry or the import of data from machine-readable files (e.g., Lotus 1-2-3, dBASE, or ASCII). Data reported on this survey are usually only part of the data most states collect from their local public libraries.

Editing

State level. The DECPLUS software generates on-screen error/warnings during the data entry/import process, enabling the respondent to review their data and correct many errors immediately. Following data entry/import, the respondent generated an on-screen or printed error/warning report of data falling outside established limits, for additional review and possible revision of their data before submission of the final file to NCES.

Respondents also used DECPLUS to generate state summary tables of their data and single-library tables. States were encouraged to review the tables for data quality problems before submitting their final data. States submitted their final data with a signed form from the Chief Officer of the State Library Agency, certifying the accuracy of their data.

Four types of edit checks are performed:

1. Relational edit checks. A data consistency check between related data elements. For example, an error message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. Out-of-range edit checks. A comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an error message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within $\pm 5,000$ or +25% to -10% of last year's value for Total Circulation.
3. Arithmetic edit checks. An arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).
4. Blank/zero/invalid edit checks. A check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank.

National level. NCES and the U. S. Bureau of the Census (the data collection agent for the survey) reviewed and edited the data soon after receipt, working directly with the State Data Coordinators. Nonresponse follow-up was

conducted shortly after the survey due date. After data were received from all 50 states and the District of Columbia, the preliminary data file and draft E.D. TABS tables for the publication *Public Libraries in the United States: 1996* were reviewed by NCES, Census, and the FSCS Steering Committee for data quality. The findings of questionable data from this review were mailed to the States, along with a copy of their state data in the E.D. TABS tables format. The States submitted data corrections in response to this review, and the final file was generated.

Imputation

The FY 96 data includes imputations for nonresponding libraries, except for the items on electronic technology, which were added to the survey in FY 95. These items will be imputed beginning in FY 97. (Prior to FY 94, the PLS data were not imputed — NCES is in the process of adding imputations to the FY 91 to FY 94 files, and plans to release the imputed files in 1999.)

The following imputation methods were used, based on what worked best for individual data items. (More detailed imputation strategies are available upon request).

- Method 1 (mean growth rate) involves pulling forward the prior year data and apply a growth rate to it, using the mean of the growth rates in the imputation cell (OBE region code/population stratifications were used to determine imputation cells). Method 1 is used for audio, bookmobiles, book/serial volumes, branches, centrals, librarians, ALA-MLS librarians, other operating expenditures, reference transactions, salaries, subscriptions, total circulation, public service hours, total staff expenditures, total collection expenditures, total paid employees, total operating expenditures, and attendance.

If no prior-year data existed, the [current-year] cell mean of the reported values in the cell was used, adjusted for size by taking the ratio of the library's population to the cell mean of the populations (for all variables other than attendance). For attendance, the ratio of total attendance to total population for the respondents in a cell was used, and this ratio was multiplied by the nonrespondent's population value to get the nonrespondent's imputed attendance. Because attendance is highly correlated with population this procedure produced better results than using the cell mean of reported attendance. Children's program attendance and circulation of children's materials were imputed after total attendance and total circulation. These were imputed similar to attendance— a ratio of children's attendance to total attendance, and a ratio of children's circulation to total circulation, were used.

Expenditures items for nonrespondents were imputed as follows:

- Method 1 was used to impute total collection expenditures, salaries, total staff expenditures, total paid employees, librarians, and other operating expenditures.
- Benefits were derived by subtracting salaries from total staff expenditures.
- Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures.
- Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, and other operating expenditures and capital outlay) and subtracting total operating expenditures in order to get capital outlay. An alternative method for capital outlay is the cell mean. If the derived capital outlay had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staffing, and other operating expenditures were raked to total operating expenditures.

- Method 2 (current-year growth rate) was used for income variables. In this method, the prior year data were pulled forward and the growth rate calculated by using the growth rate of the next respondent in the cell (when the units are arranged in decreasing population order).

For those units not having prior year data, the mean of the reported values in the cell was used. The data were first sorted by population in descending order and the next smallest record was selected as the donor. If the donor did not have a growth rate for a variable due to missing prior year data, the nonrespondent's prior year data were used as the imputed value if available (i.e., the growth rate was assumed to be 1.0).

Income items were imputed for nonrespondents as follows:

- Method 2 was used to impute total income, federal government, state government, and local government.
 - Other income was derived by subtracting federal, state, and local government income from total income. If the derived other income was a negative value, other income was changed to zero, and federal, state, and local income were raked to total income.
- Method 3 (cell mean) was used for capital outlay, videos, and interlibrary loans.

B. Guidelines for Processing Public Libraries Survey Data

General Information on the Survey

The Public Libraries Survey collects data on survey software called DECPLUS. At survey mail-out, all numeric data cells are initialized with -2. States cannot save their survey files for transmission to NCES if -2 remains in any data cells. On the final survey files, data fields that are blank or that contain -1 represent nonresponse to the data item. A zero (0) response is reported data and indicates the library, outlet, or other administrative entity had none of the item. A total of 5 data base files were generated from this survey, in Microsoft Access format (see Introduction).

Appendix A—Record Layout for Public Library Data File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
IDENTIFICATION				
LIBID	20	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	A	02	Name of library
ADDRESS	35	A	03	Street address of library
CITY	17	A	04	City or town of library
ZIP1	05	A	05	Standard five-digit postal zip code for street address of administrative entity
ZIP2	04	A	06	Four-digit postal zip code extension for street address of administrative entity
PHONE	10	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
POPULATION				
POPU	09	N	08	Population of the Legal Service Area
SERVICE OUTLETS				
CENTLIB	03	N	09	Number of central libraries
BRANLIB	03	N	10	Number of branch libraries
BKMOB	03	N	11	Number of bookmobiles
FULL-TIME EQUIVALENT (FTE) PAID STAFF				
MASTER	09	N	13	Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
LIBRARIAN	09	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	10	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	10	N	16	Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
OPERATING INCOME				
LOCGVT	09	N	17	Operating income from local government
STGVT	09	N	18	Operating income from state government
FEDGVT	09	N	19	Operating income from federal government
OTHINCM	09	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)

Appendix A—Record Layout for Public Library Data File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
TOTINCM	10	N	21	Total income (includes LOCGVT, STGVT, FEDGVT, AND OTHINCM)
OPERATING EXPENDITURES				
SALARIES	09	N	22	Salaries and wages for all library staff
BENEFIT	09	N	23	Employee benefits for all library staff
TOTEXP	09	N	24	Total staff expenditures (includes SALARIES and BENEFIT)
TOTEXPCOL	09	N	25	Total expenditures on library collection
OTHOPEXP	09	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL)
TOTOPEXP1	10	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP)
CAPITAL OUTLAY EXPENDITURES				
CAPITAL	09	N	28	Expenditures for capital outlay
LIBRARY COLLECTION				
BKVOL	09	N	29	Number of books and serial volumes
AUDIO	09	N	30	Number of audio materials
VIDEO	09	N	32	Number of video materials
SUBSCRIPT	09	N	33	Number of current serial subscriptions
PUBLIC SERVICE HOURS				
DUPLI	08	N	35	Total annual public service hours for all outlets of the public library
LIBRARY SERVICES				
ATTEND	09	N	36	Total annual library visits
REFERENCE	09	N	38	Total annual reference transactions
CIRCULATION				
TOTCIR	09	N	39	Total annual circulation transactions
INTER-LIBRARY LOANS				
LOANTO	06	N	40	Total annual loans provided to other libraries
LOANFM	06	N	41	Total annual loans received from other libraries
CHILDREN'S SERVICES				
KIDCIRCL	09	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users

Appendix A—Record Layout for Public Library Data File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
KIDATTEND	09	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children
C_RELATN	02	A	7A	IDENTIFICATION (continued) Interlibrary Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBASE	02	A	7B	Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other
C_ADMIN	02	A	7C	Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Single Outlet Administrative Entity
CNTY	17	A	4A	County of library
C_FSCS	01	A	7D	FSCS Public Library Definition (public library meets all the criteria) Y - Yes N - No
ELMATEXP	09	N	44	ELECTRONIC TECHNOLOGY Operating expenditures for library materials in electronic format
ELACCEXP	09	N	45	Operating expenditures for electronic access
ELMATS	09	N	46	Number of library materials in electronic format
ELSVACC	01	A	47	Library access to electronic services Y - Yes N - No

Appendix A—Record Layout for Public Library Data File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
INETACC	01	A	48	Library access to the Internet Y - Yes N - No
INETUSE	02	A	49	Internet Use Code ST - Library staff only PI - Patrons through a staff intermediary only PE - Patrons either directly or through a staff intermediary UK - Unknown
POPU_UNDUP	09	N	—	Unduplicated population of the legal service area for the library. NCES calculated this value by prorating the library's population of legal service area to the state's total population of legal service areas, and applying the ratio to the state's UNDUPLICATED population of legal service areas.
FSCSKEY	06	A	1A	Library identification code assigned by NCES
STABR	02	A	—	Post Office state abbreviation code. See Appendix H for list of Post Office State Codes.
PUB_FIPS	02	A	—	Two-digit FIPS State Code. See Appendix H for list of FIPS State Codes.
YR	02	A	—	FSCS submission year of public library data
OBereg	02	A	—	Bureau of Economic Analysis Code (formerly Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
RSTATUS	01	A	—	1 = Respondent, with no imputed data 2 = Respondent, with both reported and imputed data 3 = Nonrespondent, not imputed 4 = Nonrespondent with imputed data
IMP0	02	A	—	Item imputation flags (see Appendix K) for: POPU
IMP1	02	A	—	CENTLIB
IMP2	02	A	—	BRANLIB
IMP3	02	A	—	BKMOB
IMP4	02	A	—	MASTER
IMP5	02	A	—	LIBRARIAN

Appendix A—Record Layout for Public Library Data File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
IMP6	02	A	—	OTHPAID
IMP7	02	A	—	TOTPEMP
IMP8	02	A	—	LOGCVT
IMP9	02	A	—	STGVT
IMP10	02	A	—	FEDGVT
IMP11	02	A	—	OTHINCM
IMP12	02	A	—	TOTINCM
IMP13	02	A	—	SALARIES
IMP14	02	A	—	BENEFIT
IMP15	02	A	—	TOTEXP
IMP16	02	A	—	TOTEXPCOL
IMP17	02	A	—	OTHOPEXP
IMP18	02	A	—	TOTOPEXP1
IMP19	02	A	—	CAPITAL
IMP20	02	A	—	BKVOL
IMP21	02	A	—	AUDIO
IMP22	02	A	—	VIDEO
IMP23	02	A	—	SUBSCRIPT
IMP24	02	A	—	DUPLI
IMP25	02	A	—	ATTEND
IMP26	02	A	—	REFERENCE
IMP27	02	A	—	TOTCIR
IMP28	02	A	—	LOANTO
IMP29	02	A	—	LOANFM
IMP30	02	A	—	KIDCIRCL
IMP31	02	A	—	KIDATTEND
IMP32	02	A	—	POPU_UNDUP

1. The Public Library Data File (PUBLIB96.MDB) was generated from the Administrative Entity File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Administrative Entity data entry screens (see Appendix F).
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix B—Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
POPU	11	N	08	Population of the Legal Service Areas
CENTLIB	05	N	09	SERVICE OUTLETS Number of central libraries
BRANLIB	05	N	10	Number of branch libraries
BKMOB	05	N	11	Number of bookmobiles
MASTER	11	N	13	FULL-TIME EQUIVALENT (FTE) PAID STAFF Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
LIBRARIAN	11	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	12	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals with an explicit decimal point.
TOTPEMP	12	N	16	Total paid FTE employees. This field consists of 7 integers and 2 decimals with an explicit decimal point.
LOCGVT	11	N	17	OPERATING INCOME Operating income from local government
STGVT	11	N	18	Operating income from state government
FEDGVT	11	N	19	Operating income from federal government
OTHINCM	11	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)
TOTINCM	12	N	21	Total income (includes LOCGVT, STGVT, FEDGVT, and OTHINCM)
SALARIES	11	N	22	OPERATING EXPENDITURES Salaries and wages for all library staff
BENEFIT	11	N	23	Employee benefits for all library staff
TOTEXP	11	N	24	Total staff expenditures (includes SALARIES and BENEFIT)
TOTEXPCOL	11	N	25	Total expenditures on library collection
OTHOPEXP	11	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL)
TOTOPEXP1	12	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP)

Appendix B—Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
CAPITAL	11	N	28	CAPITAL OUTLAY EXPENDITURES Expenditures for capital outlay
BKVOL	11	N	29	LIBRARY COLLECTION Number of books and serial volumes
AUDIO	11	N	30	Number of audio materials
VIDEO	11	N	32	Number of video materials
SUBSCRIPT	11	N	33	Number of current serial subscriptions
DUPLI	10	N	35	PUBLIC SERVICE HOURS Total annual public service hours for all outlets of the public library
ATTEND	11	N	36	LIBRARY SERVICES Total annual library visits
REFERENCE	11	N	38	Total annual reference transactions
TOTCIR	11	N	39	CIRCULATION Total annual circulation transactions
LOANTO	08	N	40	INTER-LIBRARY LOANS Total annual loans provided to other libraries
LOANFM	08	N	41	Total annual loans received from other libraries
KIDCIRCL	09	N	42	CHILDREN'S SERVICES Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEND	09	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children
ELMATEXP	11	N	44	ELECTRONIC TECHNOLOGY Operating expenditures for library materials in electronic format
ELACCEXP	11	N	45	Operating expenditures for electronic access
ELMATS	11	N	46	Number of library materials in electronic format
PERIOD_POP	10	N	5A	Total unduplicated population of legal service areas Note: This is a state-reported figure (this item is on the State Characteristics data entry screen).
PERIOD_EST	10	N	05	Official state total population estimate (this item is on the State Characteristics data entry screen).

Appendix B—Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
PERIOD_PSM	05	A	03	Reporting period starting date, in following format: month/year (for example, 07/95) (This item is on the State Characteristics data entry screen).
PERIOD_PEM	05	A	04	Reporting period ending date, in following format: month/year (for example, 06/96) (This item is on the State Characteristics data entry screen).
STABR	02	A	—	Two-character Post Office State Code. See Appendix H for list of Post Office State Codes.
PUB_FIPS	02	A	—	Two-digit FIPS State Code. See Appendix H for list of FIPS State Codes.
YR	02	A	—	FSCS submission year of public library data
OBEREG	02	A	—	Bureau of Economic Analysis Code (formerly Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
				Item imputation flags for: 0 = All detail comprising total is reported data 1 = Some detail comprising total is imputed data 2 = All detail comprising total is imputed data
IMP1	02	A	—	CENTLIB
IMP2	02	A	—	BRANLIB
IMP3	02	A	—	BKMOB
IMP4	02	A	—	MASTER
IMP5	02	A	—	LIBRARIAN
IMP6	02	A	—	OTHPAID
IMP7	02	A	—	TOTPEMP
IMP8	02	A	—	LOCGVT
IMP9	02	A	—	STGVT
IMP10	02	A	—	FEDGVT
IMP11	02	A	—	OTHINCM
IMP12	02	A	—	TOTINCM
IMP13	02	A	—	SALARIES
IMP14	02	A	—	BENEFIT
IMP15	02	A	—	TOTEXP
IMP16	02	A	—	TOTEXPCOL
IMP17	02	A	—	OTHOEXP
IMP18	02	A	—	TOTOPEXP1
IMP19	02	A	—	CAPITAL

Appendix B—Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
IMP20	02	A	—	BKVOL
IMP21	02	A	—	AUDIO
IMP22	02	A	—	VIDEO
IMP23	02	A	—	SUBSCRIPT
IMP24	02	A	—	DUPLI
IMP25	02	A	—	ATTEND
IMP26	02	A	—	REFERENCE
IMP27	02	A	—	TOTCIR
IMP28	02	A	—	LOANTO
IMP29	02	A	—	LOANFM
IMP30	02	A	—	KIDCIRCL
IMP31	02	A	—	KIDATTEND
IMP32	02	A	—	POPU_UNDUP

NOTES:

1. The Public Library State Summary/State Characteristics File (SUMCHR96.MDB is generated from the Administrative Entity File and State Characteristics File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Administrative Entity or State Characteristics data entry screens (see Appendix F).
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix C—Record Layout for Public Library Outlet File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
K_DECTOP	06	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File.
LIB_CODE	20	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	A	02	Name of outlet
LIB_ADDR	35	A	03	Complete street address of outlet
LIB_CITY	17	A	04	City or town of outlet
LIB_ZIP	05	A	06	Standard five-digit postal zip code for street address of outlet
LIB_ZIP4	04	A	07	Four-digit postal zip code extension for street address of outlet
LIB_PHONE	10	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	A	05	County of outlet
C_OUT_TYP	02	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only
C_MSA	02	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area UK - Unknown
C_SER_POP	01	A	11	Population of the Legal Service Area by Outlet A - 1-999 B - 1,000-2,499 C - 2,500-4,999 D - 5,000-9,999 E - 10,000-24,999 F - 25,000-49,999 G - 50,000-99,999 H - 100,000-249,999 I - 250,000-499,999 J - 500,000 or more U - Unknown

Appendix C—Record Layout for Public Library Outlet File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
LIB_NUM_BM	02	N	12	Number of bookmobiles in the bookmobile outlet record (record with C_OUT_TYP = BS)
K_SEQ	03	A	—	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	A	—	Two-character Post Office State Code for the outlet. See Appendix H for list of Post Office State Codes.
PUB_FIPS	02	A	—	Two-digit FIPS State Code. See Appendix H for list of FIPS State Codes.
YR	02	A	—	FSCS submission year of public library data

NOTES:

1. The Public Library Outlet File (PLOUT96.MDB) was generated from the Outlet File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Outlet data entry screen (see Appendix F).
2. In the record layout:
N = numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix D—Record Layout for Administrative Entities Only/State Library File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
LIBID	20	A	01	Administrative Entity Only/State Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state does not assign a code.
LIBNAME	45	A	02	Name of library
ADDRESS	35	A	03	Street address of library
CITY	17	A	04	City or town of library
ZIP1	05	A	05	Standard five-digit postal zip code for the street address of administrative entity
ZIP2	04	A	06	Four-digit postal zip code extension for the street address of administrative entity
PHONE	10	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
C_RELATN	02	A	7A	Library System Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBASE	02	A	7B	Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other
C_ADMIN	02	A	7C	Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Administrative Entity with a single direct service outlet
CNTY	17	A	4A	County of library
C_FSCS	01	A	7D	FSCS Public Library Definition (public library meets all the criteria) Y - Yes N - No

Appendix D—Record Layout for Administrative Entities Only/State Library File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
FSCSKEY	06	A	1A	Identification code assigned by NCES
STABR	02	A	—	Post Office state abbreviation code. See Appendix H for list of State Codes
PUB_FIPS	02	A	—	Two-digit FIPS State Code. See Appendix H for list of FIPS State Codes.
YR	02	A	—	FSCS submission year of public library data

NOTES:

1. The Administrative Entities Only\State Library File (PLAOSL96.MDB) was generated from the Administrative Entity File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Administrative Entity data entry screens (see Appendix F).
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

Appendix E—Record Layout for State Library Outlet File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
K_DECTOP	06	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/State Library File.
LIB_CODE	20	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	A	02	Name of outlet
LIB_ADDR	35	A	03	Complete street address of outlet
LIB_CITY	17	A	04	City or town of outlet
LIB_ZIP	05	A	06	Standard five-digit postal zip code for street address of outlet
LIB_ZIP4	04	A	07	Four-digit postal zip code extension for street address of outlet
LIB_PHONE	10	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	A	05	County of outlet
C_OUT_TYP	02	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only
C_MSA	02	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area
C_SER_POP	01	A	11	Population of the Legal Service Area by Outlet A - 1 - 999 B - 1,000 - 2,499 C - 2,500 - 4,999 D - 5,000 - 9,999 E - 10,000 - 24,999 F - 25,000 - 49,999 G - 50,000 - 99,999 H - 100,000 - 249,999 I - 250,000 - 499,999 J - 500,000 or more U - Unknown

Appendix E—Record Layout for State Library Outlet File, Fiscal Year 1996

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
LIB_NUM_BM	02	N	12	Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP.)
K_SEQ	03	A	—	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	A	—	Two-character Post Office State Code for the outlet. See Appendix H for list of Post Office State Codes.
PUB_FIPS	02	A	—	Two-digit FIPS State Code. See Appendix H for list of FIPS State Codes.
YR	02	A	—	FSCS submission year of public library data

1. The State Library Outlet File (SLOUT96.MDB) is generated from the Outlet File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Outlet data entry screen (see Appendix F).
2. In the record layout:
 - N = Numeric field. Only the digits 0-9 are allowed.
 - A = Alpha character field; may include digits 0-9.
 - = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

[illegible]23

Administrative Entity Data Entry Screens (pp. 2 and 3)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 2 +-
LIB ID#: 002 FSCS ID#: WY0001 NAME: ALBANY COUNTY LIBRARY SYSTEM
[FY96]
----- OPERATING EXPENDITURES ----- PUBLIC SERVICE HOURS PER YEAR -----
22 Salary & Wages Exp: -2
23 Employee Benefits: -2 35 Public Service Hrs/Yr: -2
24 Total Staff Exp: -2
25 Collection Exp: -2 ----- SERVICES PER TYPICAL YEAR -----
26 Other Operating Exp: -2 36 Library Visits: -2
27 Total Operating Exp: -2 38 Reference Transactions: -2
----- CAPITAL OUTLAY -----
28 Capital Outlay: -2 ----- CIRCULATION -----
----- LIBRARY COLLECTION -----
29 Book/Serial Volumes: -2 39 Total Circulation: -2
30 Audio: -2 ----- INTER-LIBRARY LOANS -----
32 Video: -2 40 Provided To: -2
33 Subscriptions: -2 41 Received From: -2
----- CHILDREN'S -----
42 Children's Circulation: -2
43 Children's Program Attend: -2
-----
<Esc> Exit <F5> Save Record <F7> Errors
<F1> Help <F3> List Outlets <F9> Prev Record <F10> Next Record

```

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 3 +-
LIB ID#: 002 FSCS ID#: WY0001 NAME: ALBANY COUNTY LIBRARY SYSTEM
[FY96]
----- ELECTRONIC TECHNOLOGY -----
----- OPERATING EXPENDITURES -----
44 Materials in Electronic
Format Exp: -2
(also include in #25)
45 Electronic Access Exp: -2
(also include in #26)
----- LIBRARY COLLECTION -----
46 Materials in Electronic
Format: -2
----- ACCESS AND USE -----
47 Electronic Services Access
(exclude Internet):
48 Internet Access:
49 Internet Use Code:
-----
<Esc> Exit <F5> Save Record <F7> Errors
<F1> Help <F3> List Outlets <F9> Prev Record <F10> Next Record

```

Outlet Data Entry Screen (p. 1)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 --+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [FY96]|
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM|
|03 Address:3310 SOUTH 8TH ST          04 City:LARAMIE|
|4A County:ALBANY COUNTY          05 Zip1:82070  06 Zip2:3969|
|07 Phone:  (307) 745-3365|
|7A Interlibrary Relationship: NO      +----- FTE STAFF -----|
|7B Legal Basis:          CO          |
|7C Administrative Structure: MO      | 13 ALA-MLS:          -2.00|
|--+-[ VIEW/UPDATE DATA ENTRY SCREEN - OUTLET ]-----+0|
|      |      |      |      |      |      |      |      |      |
|08| 01 Lib ID: WY0001-007          1A FSCS ID:  WY0001-007      |0|
|   | 02 Name:  SENTENNIAL LIBRARY BRANCH|
|   | 03 Address:(NO STREET ADDRESS)|
|--| 04 City:  CENTENNIAL          05 County:ALBANY|
|   | 06 Zip1:82055  07 Zip2:9998    08 Phone: (307) 000-0000    |2|
|09| 09 Outlet Type Code:BR          10 Metropolitan Status Code:NO|2|
|10| 11 Population of the Legal      12 Number of Bookmobiles: 0  |2|
|11|   Service Area by Outlet:A|
|12+-----+2|
|      (Display Only)          |
+-----+
<Esc> Exit  <Alt-R> Replicate Administrative Entity
<F1> Help  <F3> List Outlets  <F5> Save  <F9> Prev Record  <F10> Next Record

```

Appendix G—Data Element Definitions

State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definitions and Notes
01	State (Automatic Display)	<p>Definition: This is the standard two-letter state abbreviation automatically assigned by DECPLUS.</p> <p>Note: See Appendix I.</p>
02	FSCS Submission Year (Automatic Display)	<p>Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by DECPLUS.</p>
03	Reporting Period Starting Date	<p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	<p>Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
5A	Total Unduplicated Population of Legal Service Areas	<p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

Administrative Entity Data Element Definitions

DECPLUS Non Data Element Definition

ADMINISTRATIVE ENTITY

Definition: This is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The Administrative Entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet.

#	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name	Definition: This is the legal name of the administrative entity. Note: Provide the name of the public library. If the administrative entity is a state library agency or a system, federation, or cooperative service, provide its name.
03	Street Address	Definition: This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
04	City	Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.
05	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.
07	Phone	Definition: This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation.
07A	Interlibrary Relationship Code	Select one of the following: HQ — Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.) ME — Member of a System, Federation, or Cooperative Service, but not the headquarters.

NO — Not a Member of a System, Federation, or Cooperative Service.

HQ — Headquarters of a System, Federation, or Cooperative Service

Definition: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service.

ME — Member of a System, Federation, or Cooperative Service

Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services.

7B Legal Basis Code

Definition: The legal basis is the type of local government structure within which the entity functions.

Note: For combined libraries (i.e., combined school/public libraries or academic/public libraries) use the specific SP or AP codes instead of the other legal basis codes.

Select one of the following:

- AP — Combined Academic/Public Library
- CI — Municipal Government (city, town or village)
- CO — County/Parish
- MJ — Multi-jurisdictional
- NL — Native American Tribal Government
- NP — Non-profit Association or Agency
- SC — School District
- SL — State Library Agency
- SD — Special Library District (authority, board, commission)
- SP — Combined School Media Center/Public Library
- OT — Other

AP — Combined Academic/Public Library

Definition: A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

CI — Municipal Government (city, town or village)

Definition: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO — County/Parish

Definition: An organized local government authorized in a state's constitution and statutes and established to provide general government.

MJ — Multi-jurisdictional

Definition: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

NL — Native American Tribal Government

Definition: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP — Non-profit Association or Agency

Definition: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC — School District

Definition: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SL — State Library Agency

Definition: That agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public.

SD — Special Library District (authority, board, commission)

Definition: This is a district, authority, board or commission authorized by state law to provide library services.

SP — Combined School Media Center/Public Library

Definition: A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

OT — Other

7C Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

AO — Administrative Entity Only

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO — Administrative Entity with a Single Direct Service Outlet

AO — Administrative Entity Only

Definition: An Administrative Entity that does not serve the public directly and has no direct service outlets but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are headquarters of systems, federations, or cooperative services.

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO — Administrative Entity with a Single Direct Service Outlet

Definition: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7D FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: Does this public library meet all the criteria of the FSCS public library definition?

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

08 Population of the Legal Service Area

Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e. g., a system, federation, or cooperative service), this number shall be zero.

09 Number of Central Libraries

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all administrative entities have a central library and some administrative entities have more than one central library.

10 Number of Branch Libraries

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following:

1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

11 Number of Bookmobiles

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

12 Number of Books-by-Mail Only
(Automatic Display)

This is a count generated automatically by DECPLUS (Automatic Display) based on response to Outlet Type Code (See Data Element #9 on the Outlet file.)

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

13 ALA-MLS

Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

14 Total Librarians

Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (Data Element #13).

15 All Other Paid Staff

Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

16 Total Paid Employees

Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15).

OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

17 Local Government Income

Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.

- | | |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18 State Government Income | Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights. |
| 19 Federal Government Income | Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State. |
| 20 Other Income | Definition: This is all income other than that reported by Local, State, and Federal (Data Elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. |
| 21 Total Income | Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20). |

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

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|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22 Salaries & Wages Expenditures | Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. |
| 23 Employee Benefits Expenditures | Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the public library budget should be reported. |
| 24 Total Staff Expenditures | Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23). |
| 25 Collection Expenditures | Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc. It also includes operating expenditures for library materials in electronic format (Data Element #44). |
| 26 Other Operating Expenditures | Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25). |

It also includes operating expenditures for electronic access (Data Element #45).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

27 Total Operating Expenditures

Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).

28 Capital Outlay

Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

LIBRARY COLLECTION

Note: Report physical units for items 29—33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit, e.g., two compact discs or two video cassettes, and are generally checked out as a unit, should be counted as one physical unit.

29 Book/Serial Volumes

Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

30 Audio

Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

31 Film

No longer collected.

32 Video

Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

33 Subscriptions

Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues.

Note: Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

SERVICES

34 Unduplicated Hours

No longer collected

35 Public Service Hours per Year

Definition: This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only (data element #12). For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

36 Library Visits

Definition: This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

37 In-Library Use

No longer collected.

38 Reference Transactions

Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

INTER-LIBRARY LOANS

40 Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41 Received From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

CHILDREN'S SERVICES

42 Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

43 Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: Output Measures for Public Library Service to Children; A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

ELECTRONIC TECHNOLOGY

44 Operating Expenditures For Library Materials in Electronic Format (also include in #25)

Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information

service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note: These expenditures should also be included in Collection Expenditures (Data Element #25) on the Administrative Entity screen.

45 Operating Expenditures
for Electronic Access
(also include in #26)

Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Other Operating Expenditures, item #26 on the administrative entity screen. Do NOT report capital expenditures for items in this category.

46 Number of Library Materials
in Electronic Format

Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

47 Access to Electronic Services

Answer <Y>es or <N>o to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided either in the library or by remote access to the library. Include resources owned or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do not include Internet access.

48 Access to Internet

Answer <Y>es or <N>o to the following question: Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g.,

NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (Data Element #49). If the library does not have access to the Internet, respond <N>o, and leave Data Element #49 blank.

49 Internet Use Code *

If the library has Internet access, is Internet used by (select one):

- ST — library staff only
- PI — patrons through a staff intermediary only
- PE — patrons either directly or through a staff intermediary
- UK — unknown

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

* Data element has been revised to include an additional valid code, UK for unknown.

Outlet Data Element Definitions

<u>#</u>	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (OPTIONAL)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	<p>Definition: This is the complete street address of the Outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	<p>Definition: This is the telephone number of the Outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>
09	Outlet Type Code	<p>Definition: An outlet is a unit of an Administrative Entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM — Books-by-Mail Only BR — Branch Library BS — Bookmobile(s) CE — Central Library</p> <p>BM — Books-by-Mail Only</p> <p>Definition: A direct mail order service which provides books and other library materials. Books-by-mail typically</p>

serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR — Branch Library

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

BS — Bookmobile(s)

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE — Central Library

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC — Within the city limits of the central city of a Metropolitan Area.

NC — Metropolitan Area, but not within central city limits.

NO — Not in a Metropolitan Area.

UK — Unknown

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

CC — Central City

Definition: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC — Metropolitan Area, but not within central city limits.

Definition: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Population of the Legal Service Area by Type of Outlet

Definition: This is the estimate of the portion of the service area population targeted for services by the outlet.

Select one of the following ranges:

- A — 1—999
- B — 1,000—2,499
- C — 2,500—4,999
- D — 5,000—9,999
- E — 10,000—24,999
- F — 25,000—49,999
- G — 50,000—99,999
- H — 100,000—249,999
- I — 250,000—499,999
- J — 500,000 or more
- U — Unknown

12 Number of Bookmobiles in the Bookmobile Outlet Record

Definition: The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that

carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Note: Some of the data element names that appear on the DECPLUS screens are abbreviated versions of the FSCS data element names.

Appendix H—State Codes

Post Office State Code	State Name	FIPS State Code
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

Post Office Territory Code	Territory Name	FIPS State Code
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

Appendix I—States with Overlapping Population of Legal Service Areas

Alabama
Arizona
Arkansas
Colorado
Connecticut

Florida
Georgia
Idaho
Indiana
Iowa

Louisiana
Maine
Michigan
Mississippi
Montana

New Hampshire
New Jersey
New York
North Dakota
Oklahoma

Pennsylvania
Rhode Island
South Carolina
South Dakota
Tennessee
Vermont
Virginia

Appendix J—Libraries with No Central Outlet and Libraries with More Than One Central Outlet

Libraries reporting no central outlet

OBS	FSCS ID#	LIBRARY NAME	Total	Centrals	Branches	Bookmobiles
1	AL0010	Cheaha Regional Library	2	0	0	2
2	AL0036	Cross Trails Regional Library	0	0	0	0
3	AL0048	Horseshoe Bend Regional Library	1	0	0	1
4	AL0065	Northwest Regional Library	1	0	0	1
5	AL0075	Wheeler Basin Regional Library	0	0	0	0
6	AL0113	Escambia Co. Coop. Library System	0	0	0	0
7	AL0120	Marengo Library System	1	0	0	1
8	AL0123	Marshall County Cooperative Library	1	0	0	1
9	AL0128	Harrison Regional Library System	0	0	0	0
10	AL0183	Clarke County Library Dev. Board	0	0	0	0
11	CA0062	County of Los Angeles Public Library	89	0	86	3
12	CA0071	Mono County Free Library	7	0	6	1
13	CA0073	Monterey County Free Libraries	17	0	15	2
14	CA0079	Nevada County Library	4	0	4	0
15	CA0084	Orange County Public Library	28	0	28	0
16	CA0109	San Bernardino County Library	29	0	27	2
17	CA0112	San Diego County Library	33	0	31	2
18	CA0120	San Mateo County Library	13	0	12	1
19	CA0126	Santa Clara County Library	11	0	9	2
20	CA0157	Yolo County Library	8	0	7	1
21	CO0060	Jefferson Co PL	11	0	10	1
22	CO0071	Lincoln Co Bookmobile	1	0	0	1
23	CO0076	Lower Ark Valley RL (bkmb1)	1	0	0	1
24	CO0086	Northeast Colo Bkmb1	1	0	0	1
25	CO0103	South Routt LD	4	0	4	0
26	CO0143	Clear Creek LD	2	0	2	0
27	CO0145	Weld LD	9	0	8	1
28	DE0030	SUSSEX COUNTY DEPARTMENT OF LIBRARIES	1	0	0	1
29	DE0032	KENT COUNTY DEPARTMENT OF LIBRARIES	1	0	0	1
30	GA0025	GWINNETT-FORSYTH REGIONAL LIBRARY	10	0	10	0
31	GA0035	Uncle Remus Regional Library System	8	0	8	0
32	ID0062	Jefferson County District	3	0	3	0
33	ID0120	Kootenai County District	6	0	5	1
34	MD0002	ANNAPOLIS AND ANNE ARUNDE	15	0	15	0
35	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	15	0	15	0
36	MD0007	CARROLL COUNTY LIBRARY	8	0	5	3
37	MD0009	CHARLES COUNTY PUBLIC LIB	3	0	3	0
38	MD0016	MONTGOMERY CNTY DEPT. OF	22	0	21	1
39	MD0017	PRINCE GEORGE'S COUNTY ME	19	0	19	0
40	MN0001	ARROWHEAD SYS OP	1	0	0	1
41	MN0035	ANOKA COUNTY	11	0	11	0
42	MN0038	CARVER COUNTY	5	0	5	0
43	MN0039	DAKOTA COUNTY	7	0	6	1
44	MN0041	HENNEPIN COUNTY	27	0	26	1
45	MN0045	SCOTT COUNTY	7	0	7	0
46	MN0046	WASHINGTON COUNTY	9	0	9	0
47	MN0068	SELCO SYS OP	2	0	0	2
48	MN0104	FARIBAULT CO.	5	0	5	0
49	MN0109	VIKING SYS OP	2	0	0	2

50	MN0145	KITCHIGAMI	10	0	9	1
51	NC0001	Albemarle Regional Library	7	0	7	0
52	NC0002	APPALACHIAN REGIONAL LIBRARY	6	0	6	0
53	NC0003	Avery-Mitchell-Yancey Regional Library	5	0	4	1
54	NC0006	Craven-Pamlico-Carteret Regional Library	11	0	9	2
55	NC0008	Fontana Regional Library	6	0	5	1
56	NC0011	Nantahala Regional Library	5	0	4	1
57	NC0013	Northwestern Regional Library	13	0	12	1
58	NC0014	Pettigrew Regional Library	4	0	4	0
59	NC0015	Sandhill Regional Library System	16	0	14	2
60	NC0018	Brunswick County Library	4	0	4	0
61	NC0054	Rockingham County Public Library	7	0	6	1
62	NC0063	Wake County Department of Library	16	0	15	1
63	ND0078	Sioux County Library	1	0	0	1
64	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	9	0	9	0
65	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
66	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	28	0	28	0
67	OH0099	SOUTHWEST PUBLIC LIBRARIES	2	0	2	0
68	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	3	0	3	0
69	OK0024	WESTERN PLAINS LIBRARY SYSTEM	8	0	7	1
70	OK0062	SOUTHEASTERN PUBLIC LIBRARY SYSTEM OF OKLA	14	0	14	0
71	UT0001	Beaver Co. Bookmobile Service	2	0	0	2
72	UT0005	Box Elder Co. Bookmobile Service	3	0	1	2
73	UT0009	Cache Co. Bookmobile Service	2	0	1	1
74	UT0015	Carbon Co. Bookmobile Service	1	0	0	1
75	UT0018	Daggett Co. Bookmobile Service	1	0	0	1
76	UT0025	Iron Co. Bookmobile Service	1	0	0	1
77	UT0028	Juab Co. Bookmobile Service	1	0	0	1
78	UT0030	Kane Co. Bookmobile Service	1	0	0	1
79	UT0032	Millard Co. Bookmobile Service	1	0	0	1
80	UT0036	Piute Co. Bookmobile Service	1	0	0	1
81	UT0037	Rich Co. Bookmobile Service	1	0	0	1
82	UT0038	Sanpete Co. Bookmobile Service	2	0	1	1
83	UT0043	Sevier Co. Bookmobile Service	1	0	0	1
84	UT0049	Salt Lake County Library System	16	0	16	0
85	UT0050	San Juan County Library	3	0	2	1
86	UT0051	Summit Co. Bookmobile Service	4	0	3	1
87	UT0053	Tooele Co. Bookmobile Service	2	0	1	1
88	UT0056	Utah Co. Bookmobile Service	3	0	1	2
89	UT0068	Wayne Co. Bookmobile Service	1	0	0	1
90	VA0026	Fairfax County Public Library	23	0	23	0
91	VA0036	Henrico County Public Library	11	0	10	1
92	VA0044	Loudoun County Public Library	7	0	6	1
93	VA0053	Newport News Public Library System	6	0	5	1
94	VA0057	Pamunkey Regional Library	10	0	9	1
95	VA0064	Prince William Public Library	10	0	10	0
96	VA0091	Central Virginia Regional Library	2	0	2	0
97	WA0047	Walla Walla County	2	0	2	0
98	WA0057	Whatcom County	11	0	10	1
99	WA0059	King County Library	40	0	38	2
100	WA0061	Mid-Columbia Library	11	0	10	1
101	WA0063	Pierce County	18	0	16	2
102	WA0065	Sno-Isle Regional	19	0	18	1
103	WA0066	Spokane County Library	9	0	9	0
104	WA0069	Timberland Regional	27	0	27	0
105	WI0148	Kenosha Public Library	5	0	4	1

106	WI0153	Kimberly-Little Chute Public Library	2	0	2	0
107	WI0371	Oneida County Mailbox Library	0	0	0	0
108	WI0390	La Crosse County Library	5	0	5	0
109	WI0393	Dane County Library Service	1	0	0	1
110	WI0398	Price County Library Service	0	0	0	0
			=====	=====	=====	=====
			909	0	822	87

Libraries reporting more than one central outlet

OBS	FSCS ID#	LIBRARY NAME	Total	Centrals	Branches	Bookmobiles
1	AZ0002	Flagstaff City/Coconino County Library Dist.	10	7	1	2
2	AZ0009	Cochise County Library District	14	7	5	2
3	AZ0050	Pinal County Library District	14	14	0	0
4	AZ0067	Yavapai County Library District	16	16	0	0
5	AZ0102	GILA COUNTY LIBRARY DISTRICT	8	8	0	0
6	AR0040	MISSISSIPPI\CRITTENDEN COUNTY REG. LIBRARY	12	2	10	0
7	CO0096	Pikes Peak LD	16	2	12	2
8	CO0146	RIO GRANDE LD	3	2	1	0
9	FL0039	Lake County Library System	5	5	0	0
10	FL0127	Pinellas Public Library Cooperative	23	13	10	0
11	FL0135	WILDERNESS COAST PUBLIC LIBRARIES	6	3	1	2
12	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	11	4	6	1
13	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	10	5	5	0
14	FL0147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	3	0	0
15	NV0008	Las Vegas-Clark County District Library	24	3	21	0
16	NV0027	ESMERALDA COUNTY LIBRARY	3	3	0	0
17	NY0778	THE NEW YORK PUBLIC LIBRARY	85	6	79	0
18	OR0135	Oregon Trail Library District	2	2	0	0
			=====	=====	=====	=====
			265	105	151	9

Appendix K—Imputation Flags and Definitions

0	if the variable is not imputed;
1	if Method 1 (mean growth rate) is used with 1995 data;
2	if Method 1 is used with 1994 data;
3	if Method 2 (hot-deck growth rate) is used with 1995 data;
4	if Method 2 is used with 1994 data;
5	if adjusted cell mean is used (i.e., population of legal service area > 0);
6	if unadjusted cell mean is used (i.e., population of legal service area <= 0);
7	if for library visits, there is no prior year data, we used the ratio of 1996 total library visits to total duplicated population for the respondents in the imputation cell, and multiplied the ratio by the nonrespondent's 1996 population value;
8	for children's program attendance, we used the ratio of the nonrespondent's 1995 children's program attendance to library visits and multiplied the ratio by the nonrespondent's 1996 library visits. Likewise, for children's circulation, we used the ratio of the nonrespondent's 1995 children's circulation to total circulation and multiply the ratio by the nonrespondent's 1996 total circulation;
9	for children's program attendance, we use the ratio of the nonrespondent's 1994 children's program attendance to library visits and multiply the ratio by the nonrespondent's 1996 library visits. Likewise, for children's circulation, we use the ratio of the nonrespondent's 1994 children's circulation to total circulation and multiply the ratio by the nonrespondent's 1996 total circulation;
10	if, for children's program attendance, we have no prior year data, we used the mean ratio of 1996 total children's program attendance to total library visits for the respondents in the imputation cell, and multiplied the mean ratio by the nonrespondent's 1996 library visits. Likewise, for children's circulation, we used the mean ratio of 1996 total children's circulation to total circulation for the respondents in the imputation cell, and multiplied the ratio by the nonrespondent's 1996 total circulation;
11	if, for a derived variable, the variable is imputed;
12	if, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1995 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1996 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1995 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1996 children's circulation;
13	if, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1994 library visits to children's program attendance and

multiplied the ratio by the nonrespondent's 1996 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1994 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1996 children's circulation;

14 if, for library visits, we have (imputation flag 1 > 0 and imputation flag 11 = 0) and (children's program attendance > library visits), and, in addition, we have no prior year data, we used the mean ratio of 1996 total library visits to total children's program attendance for the respondents in the imputation cell and multiplied the mean ratio by the nonrespondent's 1996 children's program attendance. This is tantamount to using the inverse of the mean ratio used in imputation flag 10 above. Likewise, for total circulation, we used the mean ratio of 1996 total circulation to total children's circulation for the respondents in the imputation cell and multiplied the mean ratio by the nonrespondent's 1996 children's circulation.

15 if the 1996 total duplicated population is blank, we used the 1995 total duplicated population.

16 for library visits, for any Tennessee Regional Library Center where library visits is less than or equal to zero, we put the twelve Tennessee Regional Library Centers in two imputation cells; we used the mean ratio of the 1996 library visits to 1996 total duplicated population and multiplied the mean ratio by the nonrespondent's 1996 total duplicated population. Likewise, for children's attendance, we used the mean ratio of 1996 children's attendance to 1996 duplicated population and multiplied the mean ratio by the nonrespondent's 1996 total duplicated population.